

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION



☐ New Contract - - ☒ Amendment to Existing Contract: - - Amendment Number: 1

Division	Contract Manager:	MS-	Phone	CM Training Date
200 Financial Services	Sherryl Yourczek	5	916-653-2963	2/16/11

Contractor's Legal Name	Federal ID Number
California Institute of Energy & Environment, The Regents of the University of California	-

Title of Project
Sublease for 1500 5 th Street, Third Floor, Sacramento, CA 95814

Term	Start Date	End Date	Amount
New/Original Contract	December / 1 / 11	November / 30 / 12	\$ 29,587

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount
1	11/30/12	\$29,587.00

Business Meeting Information			
Proposed Business Meeting Date	11/2/11	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Mark Hutchison	Time Needed:	minutes

Agenda Item Subject and Description
Possible approval of an interagency agreement extension with the California Institute for Energy and Environment at UC Berkeley (CIEE), The Regents of the University of California. This agreement extends CIEE's existing tenant agreement at 1500 5 th Street, Third Floor. Changes include 1) one year term extension and 2) space and respective fee reduction as CIEE is no longer renting conference room space.

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

- ☐ Contracts less than \$10k (*Policy Committee's signature is also required*)
- ☐ Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- ☐ Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
The purpose of this interagency agreement amendment is a one year time extension for the existing tenant agreement and reimbursement of rental fees from the CIEE to the CEC for approximately 1300 (reduced from 1550) square feet of office space housing 1 manager and up to 8 staff with a break room. Either party may terminate this agreement at any time by giving a 30 day written notice to the other party. Compensation begins at \$2,426.59 per month with escalating payments commensurate with the CEC, ERDD lease. Operating costs related to occupancy are included in the payment as follows: sewer; trash removal; water service; elevator service; electricity and/or gas services to power heating, ventilating, air conditioning and office operations; and janitorial services. No visitor or staff parking spaces are included.

California Environmental Quality Act (CEQA) Compliance
<p>1. Is Contract considered a "Project" under CEQA?</p> <p><input type="checkbox"/> Yes: skip to question 2 <input checked="" type="checkbox"/> No: complete the following (PRC 21065 and 14 CCR 15378):</p> <p>Explain why contract is not considered a "Project":</p> <p>Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because .</p> <p>2. If contract is considered a "Project" under CEQA:</p> <p><input type="checkbox"/> a) Contract IS exempt. (Draft NOE required)</p> <p><input type="checkbox"/> Statutory Exemption. List PRC and/or CCR section number: _____</p> <p><input type="checkbox"/> Categorical Exemption. List CCR section number: _____</p> <p><input type="checkbox"/> Common Sense Exemption. 14 CCR 15061 (b) (3)</p> <p>Explain reason why contract is exempt under the above section:</p> <p><input type="checkbox"/> b) Contract IS NOT exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.</p>

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**Budgets Information**

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$	2011/12	\$17,064	No	Reimbursement	2011-13	901.001	\$29,587
ECAA	\$	2012/13	\$12,523	No	Funding Source			\$
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$29,587		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$29,587		TOTAL: \$29,587			TOTAL: \$29,587			
Reimbursement Contract #: RMB 200-10-006					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Debbie Richerson/John Snyder	Name:	Same
Address:	CA Institute for Energy & Environment 2087 Addison Street, 2 nd Floor	Address:	
City, State, Zip:	Berkeley, CA 94704	City, State, Zip:	
Phone/ Fax:	510-642-4763/510-643-9324	Phone/ Fax:	
E-Mail:	Debbie.Richerson@uc-ciee.org	E-Mail:	

Contractor Is

- ☐ Private Company (including non-profits)
☒ CA State Agency (including UC and CSU)
☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

- ☐ Solicitation
☐ Non Competitive Bid (Attach CEC 96)
☒ Exempt
- Select Solicitation Type _____ Solicitation #: - -
 Interagency

Civil Service Considerations

- ☒ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
☐ The Services Contracted:
 - ☐ are not available within civil service
 - ☐ cannot be performed satisfactorily by civil service employees
 - ☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.☐ The Services are of such an:
 - ☐ urgent
 - ☐ temporary, or
 - ☐ occasional nature
 that the delay to implement under civil service would frustrate their very purpose.

Justification:**Payment Method**

- ☒ A. Reimbursement in arrears based on:
 - ☒ Itemized Monthly
 - ☐ Itemized Quarterly
 - ☐ Flat Rate
 - ☐ One-time☐ B. Advanced Payment
☒ C. Other, explain: This agreement establishes payments to the CEC from the CIEE for office space provided.

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**Retention**

1. Is contract subject to retention? ☒ No ☐ Yes
 If Yes, Do you plan to release retention prior to contract termination? ☐ No ☐ Yes

Justification of Rates

CIEE monthly payments reflects a prorated amount of CEC's total lease based upon square footage.

Disabled Veteran Business Enterprise Program (DVBE)

1. ☒ Not Applicable
 2. ☐ Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
 ☐ Contractor is Certified DVBE
 ☐ Contractor is Subcontracting with a DVBE: _____
 3. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

- ☒ No ☐ Yes
 If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE

Is Contractor subcontracting any services?

- ☒ No ☐ Yes
 If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE
 _____ ☐ No ☐ SB ☐ MB ☐ DVBE

Miscellaneous Contract Information

1. Will there be Work Authorizations? ☒ No ☐ Yes
 2. Will there be IT expenditures? ☒ No ☐ Yes
 3. Is the Contractor providing confidential information? ☒ No ☐ Yes
 4. Is the contractor going to purchase equipment? ☒ No ☐ Yes
 5. Check frequency of progress reports
 ☐ Monthly ☐ Quarterly ☒ Other...not applicable.
 6. Will a final report be required? ☒ No ☐ Yes
 7. Is the contract, with amendments, longer than a year? If yes, why? ☒ No ☐ Yes

The following items should be attached to this CRF

- | | | |
|---|---|--|
| 1. Scope of Work, Attach as Exhibit A. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 2. Budget Detail, Attach as Exhibit B. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 3. CEC 96, NCB Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 4. CEC 30, Survey of Prior Work | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEC 95, DVBE Exemption Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 6. Draft CEQA Notice of Exemption (NOE) | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 7. Resumes | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |

Contract Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
 See Business Meeting Information Section.

Presiding Policy Committee_____
Date_____
Associate Policy Committee_____
Date_____
Executive Director_____
Date